



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 09-11-2007**

Robbins Library Board of Trustees  
September 11, 2007

### Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni and Barbara Muldoon were absent. Also attending were library director Maryellen Loud, assistant director Cynthia Diminture and guest Mark Spengler.

### Approval of Minutes

The minutes of the August 21, 2007 meeting were approved with corrections on a motion by Ms. Radochia; seconded by Mr. Murphy.

### Communications

1. A thank you note was received from David Castiglioni for kindnesses extended during his recent hospitalization. 2. Ms. Loud distributed a flyer regarding the joint conference of the MA Library Trustee Association and the MA Friends of Libraries on Saturday, October 27<sup>th</sup>.

### Director's Report

An August "highlights" report was distributed. Questions were asked about carpeting, summer reading programs and the popular family concert.

### Margaret Spengler Lecture Series

Mark Spengler visited to discuss the planned Margaret Spengler Lecture Series in memory of his mother. He expressed thanks and delight on behalf of his family that the Board of Trustees and Board of Selectmen have created this series. They feel that this lecture series will be the perfect venue to honor their mother's life, work and civic interests. Mark offered assistance with seeing that this becomes a formalized, ongoing series (perhaps bi-annually) with an endowment and fundraising mechanism. A suggestion was made to split lectures between national and Arlington speakers. The finalized date for the inaugural program with Jeanne Shaheen is November 20<sup>th</sup>. A working group will have to be formed to carry out all the planning details. Mark will provide a list of invitees for an "invitation only" reception on the day of the lecture. A suggestion was made to have the program filmed by Comcast. Ms. Radochia will keep the Board apprised

of progress on the event.

#### Approval of FY08 Trustee Goals and Timeline

Sections 4E, F and G were added by Ms. Ruderman to the existing FY08 Goals and Objectives. These “financial” items were taken from the development plan. Ms. Ruderman suggests drafting the annual solicitation letter and sending it by the end of October/beginning of November. Trustees are also asked to provide new names for the donor solicitation. Ms. Ruderman will work on making the business donor list current. Timeline dates were attached to some goals/objectives. The updated goals were approved on a motion by Ms. Deal; seconded by Ms. Radochia. Passed unanimously.

#### Review of the Author Policy

Some clarifications to the existing policy were discussed, such as the definition of an author, what qualifies as local and how frequently an author is allowed to present. Some changes were made to the policy, including changing the sentence regarding national and local authors. The policy was amended on a unanimous vote.

#### Policy on Art Exhibit Opening Reception

The artist scheduled to exhibit in the Reading Room has requested permission for an opening reception in the room, on Saturday, October 8<sup>th</sup>, during open library hours. This was approved and the policy will be updated to reflect the possibility of future opening events.

#### Schedule of Holiday Closings

The schedule proposed by Ms. Loud was approved on a motion by Ms. Ruderman; seconded by Mr. Murphy.

#### Upholstering of Chairs

Ms. Loud updated the board on expenditures for the carpeting/reorganization project. She explained that there are many chairs (children’s, young adult, staff areas) that are in need of reupholstering. The Board directed Ms. Loud to obtain price estimates and make a funding request at a future meeting. She will also request funding to purchase end panels and canopies for new low shelving in the Children’s Room.

#### Clarification of Prior Vote

Ms. Loud presented a request from Nancy Gentile that the Board revisit the issue of a request for the return of an Abraham Lincoln print to the family of the artist. Some trustees asked Ms. Loud to research the legalities of de-accessioning municipal property. Also, a current estimate of the work’s value must be obtained. Ms. Deal made a motion to table a vote until all information is received; seconded by Mr. Murphy. Passed with one abstention.

#### Approval of FY07 Russell Fund Report

The trustees received the written report of the Russell Fund for FY07, prepared by coordinator Liza Halley. Mr. Murphy made a motion to accept the report; seconded by Ms. Ruderman. Passed unanimously.

#### Preliminary Discussion of FY09 Budget Preparation

Ms. Loud will submit requests for Sunday hours and an upgrade of the part-time technology librarian position to full-time.

#### Community Read

Ms. Loud distributed a schedule of related events. At the October meeting, trustees will discuss the book, "To Kill a Mockingbird".

#### Author Programs

Claire Cook, author of "Life's a Beach", will speak at the library on Sunday, November 4<sup>th</sup>. Ms. Deal will publicize this on the Arlington email list. Flyers will be sent to the Friends of the Robbins Library and to the updated author program mailing list. Ms. Radochia will introduce the speaker. Ms. Loud asked for a clarification of the Board's relationship with Haley Booksellers. The Board affirmed that it is cosponsoring the library programs with them. The author program policy was revisited. Ms. Deal made a motion to amend Section 1, Item 4, adding a sentence to cover these types of programs; seconded by Ms. Ruderman. Passed unanimously.

#### Other

Ms. Loud discussed "Taste of Arlington", the fundraiser for the Chamber of Commerce, for which The Robbins Library will be the non-profit beneficiary this year. The poster created to publicize the event was evaluated.

#### Adjournment

The meeting was adjourned at 9:40 PM on a motion by Mr. Murphy. The next meeting will take place on Tuesday, October 9<sup>th</sup> at **7 PM** and will include a book discussion.

Respectfully submitted,

Cynthia Diminture